***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Finance **CODE: B-4**

SUBJECT: Expense Reports/Travel **EFFECTIVE:**

**COORDINATOR: Business Manager**

1. **General Guidelines**:
   1. This policy is designed to govern business travel for employees and at the expense of the Hospital. Employees are expected to use professional judgment when incurring expenses on behalf of the institution. An advance will be given when necessary and expects these will be cleared within 5 days upon return (see Policy B-3.II(b)).
   2. All travel for which the employee expects reimbursement must be approved in advance by the employee’s supervisor and/or AdCom. For the Chief Executive Officer the approval will be either the Chair of the Board or the Vice Chair of the Board.
   3. When approving travel consideration will be given to:
      * 1. Is the trip required?
        2. Are there other alternatives, such a letter, e-mail, phone call or teleconference (Zoom, Skype, etc.)?
        3. Can the trip possibly be combined with other business?
   4. All travel will be made at the least cost to the Hospital. If times and/or accommodation of least cost are not satisfactory to the employee, he/she may make up the difference between the least cost and his/her desired time and/or accommodation.
2. **Local Travel:**
   1. *[Hospital Name]* has hospital owned vehicles identified for official hospital business requiring employee transportation. Arrangements for local travel should be made through the Transportation Officer or Coordinator. If a taxi service or public transportation is required or preferred, prior approval should be obtained from the Business Manager. Receipts for any cost related to public transportation should be submitted to the Business Manager for approval and reimbursement.
   2. Travel expenditures will be reimbursed when:
      * 1. Travel expenditure was authorized
        2. Reason for the travel is official business of *[Hospital Name]*.
        3. Receipt for the expenditures is submitted.
        4. Travel is at the least cost to the institution.
   3. Per Diem for local travel will be given when one or more meal is missed because of work requirements. The rate will be determined by ADCOM and reviewed periodically for inflation.
3. **International Travel:**
   1. International travel will only be made on official business for the institution and must be authorized by the Chief Executive Officer. For Chief Executive Officer, travel authorization must be received form the Board Chairman.
   2. All travel arrangements for international travel will be made by the Business Office and payments will be made in advance of the travel.
   3. Per Diem will be given to the individuals travelling on official business in accordance with the policy of the local Division of Seventh-day Adventist Church. The current per diem rates will be on file in the office of the Business Manager. This will be used to cover food and miscellaneous costs. Receipts for food will not be reimbursed when Per Diem is given.
   4. Transportation to and from the airport will be arranged by the Business Office. If alternative arrangements need to be made, this will be communicated to the individual travelling. There may be occasions when a staff member pays transportation cost. In this case reimbursement will be given on submission of receipt.
   5. All travel expense reimbursement must be approved by the Business Manager.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_